



Peace Corps Vacancy Announcement

Position Title:	Homestay Coordinator (Short-Term)
Location of Job:	Elbasan and Environs
Vacancy End Date:	November 30, 2014

Position Summary:

The Homestay Coordinator is responsible for recruiting and selecting Albanian families in surrounding communities near the city of Elbasan where approximately 50 Peace Corps trainees will reside for the duration of the Pre-Service Training. This will include visits to homes and interviews with family members, an orientation session with the families that are selected, and the coordination of an event introducing the host families and the trainees. The Homestay Coordinator will also be responsible for handling, in consultation with the Training Manager, any problems or concerns which may arise between the Homestay families and the PCTs and will also be responsible for coordinating the payments to the families for room and board. The Homestay Coordinator will also serve as the liaison between the communities around Elbasan and the PST program.

The Homestay Coordinator will also be responsible for identifying and finalizing host families at permanent sites through coordination with program staff and the Safety and Security Manager. In addition she/he will participate in relevant Intercultural sessions during PST as they relate to community integration and cross cultural issues.

Major Duties and Responsibilities:

- Contact and maintain a good working relationship with local authorities at satellite sites.
- Design and implement an appropriate and effective host family recruitment strategy taking into account the specifics of each satellite site.
- In conjunction with the Training Manager and other staff, compile appropriate host family selection criteria.
- Interview potential host families and assess suitability as to the needs of the training program.
- Insure families are informed of Peace Corps training goals. Organize host family meetings prior to trainees' arrival to that effect.
- Design and implement a trainee-family matching strategy, including the use of an invitee questionnaire and/or interviews.
- Design and implement a strategy for involving host families in training (both as participants and as a learning resource).
- Maintain regular contact with host families throughout training and conduct at least one scheduled host family visit.
- Train, clearly define responsibilities of and closely guide the Homestay Assistant in all aspects of his/her work (family orientation, family visits, handling family-PCT issues, involvement in other activities, etc.)
- In conjunction with Homestay Assistant: prepare and conduct host family orientation sessions and manage the homestay program in the various PST training communities.
- Be available as a counselor and resource person to both the staff and trainees.
- Develop and maintain all educational materials and documentation related to the homestay program.
- Coordinate closely with the Training and Programming staff on developing and delivering training sessions and activities that promote Trainees' intercultural learning and community integration during Pre-Service Training.
- Full Time start date: 12 January 2015, Full Time end date: 3 July 2015 (with a 5 week break May 12-June 15)

Qualifications/Evaluation criteria

- Strong communication skills, ability to work with the public
- Experience as a member of a training team, interacting with diverse trainers
- Ability to think independently with little supervision
- Good organization and time management skills
- Strong service attitude and personal integrity
- Ability to work in a busy and intense team environment
- Knowledge of Elbasan and surrounding areas

Requirements

- University degree is a minimum requirement. Preference will be given to candidates with additional relevant qualifications and experience.
- Oral and written fluency in both Albanian and English
- Good computer skills including word processing and spreadsheet programs
- Cross-cultural experience, interacting with diverse trainees
- Ability to maintain clean background check
- Experience of at least two years of related work with relevant agencies or organizations

CONTRACT AMOUNT:

The Peace Corps is an equal opportunity employer and it is the policy of the Peace Corps to provide equal opportunity in employment to all persons, to prohibit discrimination because of race, color, religion, sex, national origin, age, disability, or veteran status. It is the policy of Peace Corps Albania to pay wages similar to those paid by other local employers for similar work. Salaries are paid in Albanian Leke. The exact amount of the contract will depend on the qualifications of the employee. Short-Term positions are not eligible for benefits.

TO APPLY FOR THIS POSITION:

Application packages should include a current resume or CV, a cover letter explaining your qualifications for the position, any certificates or other documents that can demonstrate your skills and abilities; and the names and contact information of three professional references. Application packages should be submitted via email to the Director of Management and Operations: information@al.peacecorps.gov. Hard copy applications received on or before the closing date may be submitted at the following address Monday – Friday between 9:00 and 5:00: Rr Besnik Sykja, Godina 2, Hyrja 1, Tirana. NO PHONE CALLS.

Incomplete applications will not be accepted. Only candidates selected for interviews will be contacted.